

DYNACOMP

# MAIL LIST II

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## MAIL LIST II

(C) DYNACOMP, Inc., Pittsford, N.Y. 14534

### INTRODUCTION:

MAIL LIST II provides the user with the capability of creating, accessing and modifying data files consisting of names, addresses and key codes. Each entry consists of a line containing user-defined key codes followed by up to five additional lines of address information.

Entries can be retrieved by specifying the key code, zip code or the addressee's surname. Files can be printed out in alphabetical order, by ascending zip codes or the order of entry. The printout format can be selected to produce standard "one up" address labels, or to print the entire entry on one line for paper conservation.

The file structure in MAIL LIST II was selected to maximize the number of entries stored on a diskette. You will find that upwards of 1200 addresses can be stored on one side of a single density diskette, and that over 2400 entries can be stored on one side of a double density diskette!

There are three programs on your diskette. MLIST2 is the file name for MAIL LIST II. The code in MLIST2 is slightly concatenated and contains REMark statements to make the code more readable. Though MLIST2 will load if you have 16K bytes free memory (after loading DOS and BASIC), it probably will not run properly unless you have over 20K bytes free. If you are memory limited, load the program MLIST2C. This is a highly "compressed" version of MLIST2 and will run within 16K bytes of free memory.

The third program on your diskette is ZIPSORT. This program will list your data files by ascending zip code order. While this option is included in MLIST2 and MLIST2C, systems with less memory will probably not be able to use the sorting option in those programs. ZIPSORT should be used in such instances.

DYNACOMP hopes that you will find MAIL LIST II to be a very useful addition to your programs library. If you have any problems, complaints or suggestions about our software, please feel free to contact us. We do listen.

### GETTING STARTED:

The following sections will provide detailed explanations on how to use the options available to you in MAIL LIST II. But first we must get the program up and running. MAIL LIST II is provided on a single density disk. The program is written entirely in BASIC and is called MLIST2. The program requires a minimum of 16K bytes free after booting up the DOS and loading BASIC. To load the program from disk, type the following:

LOAD MLIST2

Before running MLIST2, you must have a disk in place which contains a valid data file. We can create one from BASIC using the CREATE command as follows:

```
CREATE "DATAFILE",100
```

This will create a data file called DATAFILE which will be 100 blocks (25000 bytes) in size. A data file of this size should hold approximately 340 entries for a single density system, or about 680 entries if you are running under double density. We can now execute the program by typing RUN. You will then be greeted by the following message:

```
*****
*** MAIL LIST II ***
*****

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PITTSFORD, NY 14534

TYPE '0' FOR OPTION LIST.

OPEN WHAT FILE?
```

Enter the name of your data file (for this example, called "DATAFILE") and press the return key. You will then be asked to enter an option. In order to view the menu of available options, enter an "0" as follows:

```
ENTER OPTION:
?0

OPTION CODES:

START = START NEW FILE
  A = ADD TO LIST
  K = KEYWORD SEARCH
  N = NAME SEARCH
  DF = DELETE WITH FLAG
  DI = DELETE IMMEDIATE
  DP = PURGE FLAGGED ENTRIES
  Z = ZIP CODE SORT OR SEARCH
  R = REVIEW LIST
  W = WRITE LIST
ABC = ALPHABETIZE
  M = MERGE FILES
  F = OPEN NEW FILE
OUT = SPECIFY OUTPUT PORT
  (W = WRITE SUFFIX)
  (L = LIST SUFFIX)
```

## EXPLANATIONS OF OPTION CODES:

File Building Options: START  
                                  A

The START option and A option are the two codes used to create and add to your data files. You must use START to create the initial entries to a data file. If you wish to add additional entries to your files, you must use the A option.

The START option always writes the entries at the beginning of a file. If a file already has entries in it, use of the START option will cause those entries to be overwritten and therefore lost. The A option reads through your data file until it finds the ENDMARK and then begins writing to the file at that location, thereby preserving all previous entries.

USE START TO WRITE TO AN EMPTY FILE OR OVERWRITE AN ALREADY EXISTING FILE.

USE A TO ADD TO AN EXISTING FILE, PRESERVING THE ENTRIES ALREADY IN THAT FILE.

When writing to a file, you will be given the following message:

```
ENTER OPTION:  
?START  
ENTER YOUR 3 CHARACTER KEY(S)  
FOLLOWED BY NO MORE THAN 5 LINES  
OF ADDRESS INFORMATION. ENTER  
A CARRIAGE RETURN FOR NEXT ENTRY.  
  
CODE?
```

The three character key is required for all entries. If you do not wish to utilize a key, simply type in a dummy key. Note, however, that the key must be three characters in length otherwise a length error message will be printed. You will continue to get that message until you enter a three character key.

You may string up to 21 key words on the first line of your entry. Do not use delimiters between the keys and remember that the total length must be a multiple of three.

These are valid keys:

```
AAA
AAABBB
X13B72X12AA5
?:17%
```

These are not:

```
AAAA
AAA,BBB
X13B72X12,AA5
AAA BBB CCC
```

The next line to be entered contains the name under which the entry will be filed. You may use a personal name or corporate. Personal names should be entered last name first followed by a comma and then the first part of the name.

The remaining lines are used for the address information. You may add as few as two additional or up to four more lines depending on the address.

Let's take an example. Customer John Doe Jr. purchases three items from you. Your codes for these items are AX1, BY2 and CZ3. The entry to the list will have the following form:

```
CODE?AX1BY2CZ3
?DOE JR.,MR. JOHN D.
?123 ELM STREET
?WEBSTER, NEW YORK 14580
?
CODE?
```

Note that any desired information can be entered on the first line (e.g., phone numbers or birth dates), but the total number of characters must be a multiple of three.

The second line contains the name. Entries are stored last name first in order to facilitate the customer search which is carried out relative to the last name. However, when printed out, the order is first name first and last name last. Thus the name used in the above example would print out:

MR. JOHN D. DOE JR.

IMPORTANT: An entry consisting of a person's name **MUST** contain a comma! The comma is used as a delinator and is required for program operations. The program searches the name line for the comma, stores the string found before the comma and then prints that string after printing the string found to the right of the comma. In the above example, the first string (to the left of the comma) is: DOE JR. The program stores that string as a temporary

variable and prints out MR. JOHN D. (the string to the right of the comma). It then prints Mr. Doe's last name and the Jr. For those situations where you have only a one-name entry, the comma would not be needed. In general, with multi-worded inputs, place the key word before the comma. If there is no key word, then no comma is needed. Optional address information (such as c/o, etc.) can be added on the lines below the name entry. These entries are straightforward. Enter the information as you would like it to appear on the printout. Note, however, that in order to facilitate searches for Zip Codes, the Zip Code must be the very last item entered on the last line of the entry.

When you have completed inputting all your entries to the list, you exit the entry mode by simply pressing the RETURN (or ENTER) key when asked "CODE?". When you want to add more entries to your file, you must use the A option. Your new entries will then be added to the list after the entries already present in the file. The mode of entry is exactly the same as with the START option.

Delete Options: DF  
DP  
DI

These options allow entries to be removed from the data file. When an entry is to be deleted, use the DF (Delete with Flag) option. You will then be asked what name the entry will be found under. Enter the appropriate name and the file will be searched until that name is found. You will then be asked whether to delete that entry or not. If NO, then the search will be continued until the proper entry is found or the end of the file is encountered. If the answer is YES, the deletion is accomplished by overwriting the first three characters of the key line with three periods ("..."). This action renders the entry invisible to any subsequent action; it will not be printed out or sorted though it still occupies physical space on the diskette.

To maximize file space, deleted entries may be physically purged from a data file by using the DP (Purge) option. This causes the file to be written to another file. Whenever an entry having "..." as its first key is encountered, that entry is not written to the new file. The new file therefore will contain only the up-to-date entries, not the deleted entries.

Note that when using DP with a single drive system, there must be space on the diskette for two data files, the source file and the destination file. With a multi-drive system the source and destination files can be on different diskettes thereby allowing maximum file size.

To allow a single drive user to delete entries from a full disk, the DI option (Delete Immediate) option is used. The file is searched until the proper entry is found. Deletion is accomplished by overwriting the deleted entry with all subsequent entries thus "immediately" removing the deleted entry from the file.

However, this can be a time consuming task for long files and it is suggested that DF be used whenever possible.

```
ENTER OPTION:  
?DF  
NAME?  
?WALSH  
716-586-7579  
WALSH, ARTHUR M.  
C/O DYNACOMP, INC.  
6 RIPPINGALE ROAD  
PITTSFORD, NY 14534
```

```
DELETE THIS ENTRY?Y
```

```
ENTER OPTION:  
?DF  
ENTER DESTINATION FILE NAME.  
?TEMP  
FILE TEMP HAS 5 ENTRIES.  
2 ENTRIES WERE DELETED FROM DATAFILE.
```

Sort Options: ABC  
Z

The usefulness of mail lists is enhanced when such lists can be sorted alphabetically by name or geographically by Zip Code. Alphabetical listings are obtained using the option ABC. This option will produce a listing alphabetized over the first five characters found on the second (name) line of the entries. Note that since the sort is carried out on the ASCII values of the characters, upper case letters will be sorted differently than lower case. If alphabetized lists are important to you, it is suggested that you use either all upper case letters or all lower case letters (with the exception of the first character of each word which can be capitalized). Try not to mix the two styles of entry.

The use of the Z option will provide you with two selections, a Zip Code search or Zip Code sort. The search will print out all entries having the Zip Code which you specify. The sort will provide a printout of entries listed in ascending Zip Code order. Those entries not having Zip Codes (foreign countries) or having improper codes will be printed at the beginning of the list.



Search Options: K  
N  
Z

Each entry to your list is given one or more identifiers called keys. By specifying the K option, all entries having a particular key or set of keys will be printed out. For instance, you may use the key "OCT" for all entries needing some action taken during the month of October, and the key "JUN" for the month of June. When specifying the K option, you will be prompted for the key. If you enter "JUN", then all entries having the key JUN somewhere in the first line will be printed out. You could also enter JUNOCT as the key and all entries having JUN and OCT in the key line will be printed out.

To obtain the listing for a particular name, use the N option. You will be prompted for the name and then all entries having that name will be printed out. Note that the search is conducted on the last name.

ENTER OPTION:

?N

ENTER NAME.

?STEIN

BR2

MR. KEVIN STEIN

17 HILLRISE DRIVE

ROCHESTER, NY 14524

TOTAL NUMBER OF ITEMS FOUND = 1

The Z option can be used for searching for entries having a given Zip Code. After entering Z as your option, you will be asked whether you want a Zip Code sort or search (see previous section on sorting). Enter SEARCH and then when prompted enter the desired Zip Code.

ENTER OPTION:

?Z

ZIP CODE SEARCH OR SORT?SEARCH

ENTER ZIP CODE.

?14580

MR. JOHN D. DOE JR.

123 ELM STREET

WEBSTER, NEW YORK 14580

TOTAL NUMBER OF ITEMS FOUND = 1

Printout Options: R  
W  
(W)  
(L)

R and W options:

The printout options allow the entire contents of a data file to be printed in several formats. Both the R and W options will print all entries in the order in which they appear in the file. The R option prints each entry one after another with one line between listings. The R option also gives you the option of printing the key words or not. The W option lists the entire file also but extra lines are automatically inserted between entries in order to provide the proper format for printing to 15/16" address labels. See figure 1 for the difference between R and W printouts

USE THE R OPTION FOR PRINTING REFERENCE LISTS.

USE THE W OPTION TO PRINT ADDRESS LABELS.

Note: When using the W option, make sure that your print head is positioned at the top line of a label. You may have to experiment with positioning in order to get the printout to fit properly on the label stock.

(W) and (L) suffices:

The (W) and (L) suffices can be appended to most options to give additional printout flexibility. The (L) suffix will produce printout in which each entry is printed on one line. This is used as a space or paper conservation convenience. When the (W) suffix is appended to an option, the resulting printout will be spaced properly for writing address labels.

For instance, you desire an informational printout of all entries having the key AX1 and you want each entry printed in a space saving format. Use the option RL (we simply add L to the option code):

ENTER OPTION:

?KL

INPUT KEYWORD.

?AX1

DEFEAT KEYWORD PRINTOUT?N

AX1BY2CZ3

DOE JR.,MR. JOHN D. / 123 ELM STREET / WEBSTER, NEW YORK 14580

AX1BR2

DENNY,MR. ALLEN / 188 RUTGERS STREET / OTTAWA, ONTARIO / CANADA K2E 7J1

TOTAL NUMBER OF ITEMS FOUND = 2

Figure 1: Difference between printout format using R and W options.

R

ENTER OPTION:

?R

DEFEAT KEYWORD PRINTOUT?Y

MR. ERIC MORGAN  
16 GORDON PLACE  
ROCHESTER, NY 14609

MS. ADRIANNE SMITH  
19-06 JORDAN ROAD  
FAIR LAWN, NJ 07124

MR. JOHN D. DOE JR.  
123 ELM STREET  
WEBSTER, NEW YORK 14580

MR. KEVIN STEIN  
17 HILLRISE DRIVE  
PENFIELD, NY 14524

MS. JOYCE E. ALTMAN  
ASSISTANT MANAGER  
DYNACOMP, INC.  
6 RIPPINGALE ROAD  
PITTSFORD, NY 14534

MR. A. T. APPLEPET  
587 CASINO WAY  
MARBLEHEAD, MASS. 01945

MR. ALLEN DENNY  
188 RUTGERS STREET  
OTTAWA, ONTARIO  
CANADA K2E 7J1

TOTAL NUMBER OF ITEMS FOUND = 7

W

ENTER OPTION:

?W

MR. ERIC MORGAN  
16 GORDON PLACE  
ROCHESTER, NY 14609

MS. ADRIANNE SMITH  
19-06 JORDAN ROAD  
FAIR LAWN, NJ 07124

MR. JOHN D. DOE JR.  
123 ELM STREET  
WEBSTER, NEW YORK 14580

MR. KEVIN STEIN  
17 HILLRISE DRIVE  
PENFIELD, NY 14524

MS. JOYCE E. ALTMAN  
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DYNACOMP, INC.  
6 RIPPINGALE ROAD  
PITTSFORD, NY 14534

MR. A. T. APPLEPET  
587 CASINO WAY  
MARBLEHEAD, MASS. 01945

MR. ALLEN DENNY  
188 RUTGERS STREET  
OTTAWA, ONTARIO  
CANADA K2E 7J1

TOTAL NUMBER OF ITEMS FOUND = 7

### Additional Comments:

#### Program Size:

MAIL LIST II is a relatively large program. If you find that you are getting "OUT OF MEMORY" errors even with MLIST2C, you can reduce the size of the program by 1200 bytes by changing the DIM statement in line 18. M, S, L and T are dimensioned as 300 element arrays in that line. These variables are used only for sorts and therefore can be reduced in size or eliminated altogether if you are not going to use the sort options. If you are memory limited and still require the sorting ability, run the much shorter ZIPSORT program (it will also produce alphabetized output).

#### Telephone Directory:

MAIL LIST II can be used as a computerized telephone directory. You can enter a phone number on the key line or on any line after the name line. In the same manner, you have up to five lines of information which you can store about a person or subject. MAIL LIST II does not have to be used exclusively for mail lists!

```
(716)-586-7579*  
WALSH,ARTHUR M.  
BIRTHDAY: JULY 30  
HOBBIES: MUSIC, PHOTOGRAPHY, COMPUTERS  
OCCUPATION: MANAGER OF SOFTWARE PRODUCTS  
MISC: MARRIED WITH 2 CHILDREN
```

#### In Case of Trouble...

It will happen! There will be an occasion when your data file has problems, either a HARD DISK ERROR or something else which will render file usage difficult or impossible. The solution is clear: KEEP BACKUP COPIES OF ANY VALUABLE FILES! Also, do not write directly to a valuable file. Use a temporary file and then merge the two files.

If you have a file which produces an error during listing, all entries prior to the error can be saved onto another file. Use the following program to write from the damaged file ("OLD FILE") to a new file ("NEW FILE"):

```
10 DIM A$(80),B$(80),C$(80),D$(80),E$(80),F$(80)  
20 OPEN#1, "OLDFILE"  
30 OPEN#2, "NEWFILE"  
40 READ#1, K2,A$,B$,C$,D$  
50 IF K2=4 THEN READ#1, E$  
60 IF K2=5 THEN READ#1, E$,F$  
70 WRITE#2, K2,A$,B$,C$,D$  
80 IF K2=4 THEN WRITE#2, E$  
90 IF K2=5 THEN WRITE#2, E$,F$  
100 IF TYP(1)=0 THEN STOP  
110 GOTO 40
```

### Correcting Mistakes:

If you make a mistake after entering a line of information, you can redo the entire entry by entering "\$\$" on the next line. This will return you to the "CODE" prompt.

```
CODE?A73
?MISHLER,MARK
?127 WILDWOODS DR.
?$$
CODE?173
?MISHLER,MARK
?127 WILDWOOD DR.
?ROCHESTER, NY 14612
?
CODE?
```

### Saving Sorted Files:

Rather than having to sort files every time a printout is required, ZIPSORT contains a feature which allows you to write the sorted output to a disk file. In this manner, a file need be sorted only once. Further printouts can then be done from the sorted file using the R or W formats.

```
*****
***  ZIPSORT  ***
*****
```

```
(C) 1980 BY DYNACOMP
PITTSFORD, NY 14534
```

```
OPEN WHAT FILE?DATAFILE
WRITE TO A DISK FILE?YES
ENTER DESTINATION FILE NAME: TEMPFILE
```

```
ALPHABITIZE (A) OR ZIP CODE SORT (Z)?Z
```

### OUT OF BOUNDS Errors:

If you get an OUT OF BOUNDS error, you are most likely trying to sort more entries than the program is dimensioned to handle. This may occur if you are alphabetically sorting long data files containing many names beginning with the same letter (or Zip Code sorting files containing the same Zip Code). If you obtain this error, try redimensioning variables M,S,L and T in line 18 of MLIST2 and ZIPSORT (line 16 in MLIST2C). If you have enough memory, you might try doubling the size of those arrays.

